



# Asset Analyst

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

## Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Pay Grade:** 16

**Hiring Salary Range:** \$39,038.32 - \$53,728.30

**Location:** Atlanta, GA

**Opens:** January 24, 2013

**Closes:** February 7, 2013

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5658 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

SPC will attempt to meet reasonable accommodation request whenever possible.

## INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Asset Analyst**



**Website:** [www.gspc.ga.gov](http://www.gspc.ga.gov)

## Position Overview

**Duties:** Under general supervision, conducts evaluations using a variety of techniques including existing database software, spreadsheets, statistical tables, charts and graphs to assess all real property assets. Provides recommendations for actions to achieve "highest and best use" of property in the State's portfolio. Coordinates and collaborates with SPC Transaction Management programs (land and Leasing Divisions) and Space Management program when necessary to complete projects and responsibilities. May serve as lead or team leader in portfolio analysis efforts.

**Minimum Qualifications (Agency Specific):** Completion of a bachelor's degree in Business Administration, Finance or related field from an accredited college or university **AND** five (5) years of related experience interacting with customers to achieve mutually beneficial solutions.

**Preferred Qualifications (Agency Specific):** - preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- Five (5) years of related experience preparing data analysis, measurement-organizational studies, presentations and/or publications of findings for an organization
- Experience in Georgia State Government

**Competencies:** Skill in using relevant computer software. Ability to prepare reports tailored to the agencies' needs. Knowledge of applicable laws & regulations. Knowledge of inter/intra agency data. Knowledge of departments' operating procedures. Ability to evaluate and compare data. Ability to acquire needed data. Knowledge of area specific data. Ability to use job-specific tools to review data. Knowledge of statistical research methods. Ability to gather and analyze data through on site reviews.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

